

**SELF SERVICE CENTER  
CHECKLIST: Forms and Instructions**

**PETITION AND PAPERS TO STOP OR MODIFY  
“ORDER OF ASSIGNMENT” (WHEN PARTIES AGREE)**

**USE THE FORMS and instructions in this packet ONLY if the following factors apply to you:**

- ✓ You have an **“Order of Assignment”** that was entered in Maricopa County, **AND**
- ✓ You wish to stop or modify the order, **AND**
- ✓ The parties **agree to stop or modify** the **“Order of Assignment”**, **AND**
- ✓ Any one of the following conditions applies to you:

**To “Modify the Order of Assignment” because:**

- ☐ The amount shown in the **“Order of Assignment”** is wrong or was changed by court order;
- ☐ You have paid up all amounts you owed for past-due support, and only have to pay current child support, which will make your monthly payments go down;
- ☐ You still owe money for past due support, but the current child support order should stop - child is 18 and not attending high school--so your payments should go down;
- ☐ The **“Child Support Order”** is based on per child, per month, but one or more of the children have gotten married or reached age 18, so you should pay less.
- ☐ You filed a bankruptcy petition and under the automatic stay you are only obligated to pay current support.

**OR**

**To “Stop the Order of Assignment” because:**

- ☐ You do not owe any money for past-due support, and current payments should stop --child is 18 and not attending high school, you paid all spousal maintenance/support;
- ☐ Parties have reconciled and remarried/case dismissed, (copy of **“Marriage Certificate”** or **“Order of Dismissal”** is attached);
- ☐ Child custody has been changed by order of this court, (copy of custody Order attached);
- ☐ Child adopted by someone else, and all past-due amounts have been satisfied, (copy of Adoption Order attached);
- ☐ Child deceased, (copy of **“Death Certificate”** attached);
- ☐ Payor (obligee) is deceased, (copy of **“Death Certificate”** attached);
- ☐ Case dismissed, (copy of **“Order of Dismissal”** attached);
- ☐ Two active orders of assignment for same child(ren)
- ☐ When the other party filed a **“Request for Order of Assignment”** you did not owe a past-due amount equal to at least one month’s payment of child support or spousal support.

**DO NOT USE FORMS and instructions in this packet if the following factors apply to you:**

- ✓ The parties **do not agree** to Stop or Modify the **“Order of Assignment”**
- ✓ Your **“Order for Assignment”** was **not** entered in Maricopa County

**READ ME:** It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.